

Finding Roles in BI

How to Find Roles in BI

1. Log in to BI.
2. Navigate to **Dashboards > Security Reports > myFSU Security**.

Dashboards ▼ New ▼ Open ▼ Signed

Most Recent(My Dashboard - Executive Overview)

My Dashboard

- ▶ ADP - Rate and Salary Report
- ▶ Budget Office
- ▶ CSW - Student Financials
- ▶ Financial Reports
- ▶ HR Reports
- ▶ **Security Reports**
- myFSU Security ←
- Role Certification Report

3. Select the **Role Description** tab.
4. Select the desired application (**Financial, HR, Student Central, BI**) from the prompt or select **All column values** to search across all systems.
5. Click **Apply**.
6. Review the resulting list of roles, which can be exported to Excel.

myFSU Security Home Catalog Favorites ▼ Dashboards ▼ New ▼ Open ▼ Signed In As

Role Lookup **Role Description**

Data last loaded on 10/23/2026 09:09:22 PM

* As Of Date
10/23/2026 ▼

Application
OMNI Financial ▼

Role Name
--Select Value-- ▼

Apply Reset ▼

FLORIDA STATE UNIVERSITY
Role Name Description Lookup

Role Name Description Lookup
Time run: 10/26/2026 11:36:06 AM

Application	Role Name	Role Description
OMNI Financial	FSUWL_FSURF_CENTRAL_OFFICE	This role is used in Grants Proposal Workflow to identify Central Office users needed in the workflow process for Business Unit FSRF1. This role is used by SRS/RF Central Office only.
	FSUWL_PV_DP_DEFAULT	This role has no permission list. It's used for the default department approver.
	FSUWL_SRS_CENTRAL_OFFICE	This role is used in Grants Proposal Workflow to identify Central Office users needed in the workflow process for Business Unit FSU01. This role is used by SRS/RF Central Office only.
	FSU_3_TIER_QUERY_NVISION	FSU_3_TIER_QUERY_NVISION
	FSU_ALLOCATION_REQUESTER	This role provides access to run the allocation process that uses OMNI data to make a calculation that generates a journal entry.

7. Use the **Role Lookup** tab on the same dashboard to pull all the roles for an individual. This can be particularly useful for pulling position roles to be used for vacancies.

8. In the prompt boxes, select **All column values** under Application. Then, select the person by name, employee ID, or position number.
9. Click **Apply**.

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Role Lookup Role Description

■ Data contained within this report was last loaded on 10/23/2026 09:17:53 PM

* As of Date
10/23/2026 ▼

Application
(All Column Value: ▼

Department
--Select Value-- ▼

Employee Id

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myFSU Security Role Lookup

Rolename and Description Lookup

Time run: 10/26/2026 11:48:24 AM

Application	Department	EmplID and Name	Job Title	Position Number and Business Title	Oprid	Supervisor EmplID and Name	Rolename	Role Description
OMNI Financial	029000 - Controller	100321282 - Elizabeth Miller	Director, Budget & Fin Svcs	00081208 - Dir, Fin Systems & Compliance	ECK02	000060931 - Enfinger, Judd	FSU_APP_DESIGNER_VIEW	This role provides view only access to PeopleTools.
							FSU_AP_PRF_APPROVER	Role will allow department approvers to approve unencumbered invoices through the Quick Invoice component to route for processing and is to be used in place of the paper Payment Request Form.

10. Export the results to Excel.